



## CLUB COMPLAINTS AND DISCIPLINARY PROCEDURES

### **Complaints Procedure**

In the event that any member of the Club feels that they have suffered discrimination, or that the Club Rules or Code of Conduct have been broken they should report the matter in the first instance to the appropriate Team Manager if possible. Otherwise the complaint should be reported in writing to the Club Secretary (e-mails accepted).

The report should include the following information:

Details of what happened, when it happened and where the alleged offence took place

Any witness statements and names

Names of any other persons who have been treated in a similar way

Details of any former complaints made such as the date, when and to whom the complaint was made

A preference for a solution to the incident

The Club Management Committee will sit for any hearings that are requested.

### **Disciplinary Procedure**

In the event of a complaint being brought to the attention of the Club Management Committee, the Club has the discretion to hold a Disciplinary Hearing.

In this event, the person(s) accused of breaking the Club Code Of Conduct will be asked to attend a hearing. The Committee will give notice of at least one week before the hearing is to take place. A copy of the written complaint will be provided.

The person(s) accused has the option of providing their own written statement for the Committee to consider in advance of the hearing. This statement will be provided at least three days prior to the hearing and a copy of this will also be provided to the complainant.

All parties will be allowed to call persons who have witnessed the said complaint. All details of witnesses must be provided to the Club Secretary at least three days prior to the hearing.





Only the complainant, the accused, witnesses and members of the Committee will be allowed to contribute to the hearing.

For the purposes of the hearing the Club Committee shall consist of no less than 3 persons.

At the conclusion of the hearing, the Club Management Committee will have the power to:

Warn as to future conduct

Suspend from membership for a period of up to 3 months

Expel a person from membership of the Club

## **Right of Appeal**

The right of appeal against a decision made by the Club Management Committee will be awarded only if new evidence or witnesses are brought forward regarding the case. In such instances this new evidence must be put before the Committee for their attention in order to ascertain if there are any grounds for a new Committee hearing.



**Weekley Rovers Youth F.C.** Chairman: Mr B Pringle, Secretary: Mrs K King, Treasurer: Mrs D Marlow, Northamptonshire FA Affiliated

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